

**Twin Lakes Homes Association
Architectural Committee Approval Request Form**

Name: _____
Street Address: _____
Phone Number(s): _____
Email Address: _____

The Declaration of Covenants, Conditions and Restrictions (CCRs) for the Twin Lakes Homes Association specifies that all exterior changes, alterations, or improvements as defined in the CCRs must be in writing by the Architectural Committee before their improvements begin (Article 5.1).

To assist in your compliance with this restriction, please complete the following form and submit it with your plans and specifications for the proposed improvement. The plans and specifications to be so submitted will not be considered complete without all of the following items (unless waived by the Committee):

- A plot plan or survey showing the location and dimensions of all existing and proposed improvements. (Elevation must be included if there is an anticipated change to the grade or Lot contour).
- The structural design, exterior materials, colors, textures and shapes of all improvements shall be described, along with any diagrams or representations necessary to depict all proposed exterior illumination (including location and method), utility connections and fire protection systems.
- Existing and finished grades shall be shown at Lot corners and at corners of proposed improvements.
- Lot drainage provisions shall be indicated, as well as cut and fill details (if any appreciable change in the Lot contour is contemplated).

Estimated time frame for completion of project: _____

***Upon approval, construction must begin within 60 days of approval and completed within 90 days of start date.**

APPROVAL REQUESTED (check all that apply):

Home Repaint Fence Outbuilding Swimming Pool Deck/Patio
 Tennis/Sport Court Exterior Remodeling / Addition Driveway Extension / Replacement
 Septic System (for homes within 300' of lake) Other (specify) _____

DESCRIPTION OF IMPROVEMENT (include additional pages as necessary):

OUTBUILDINGS / STORAGE SHEDS

CCR Guidelines:

- Building must be set in footings or on concrete pad;
- If on concrete pad, the pad must extend in front of building 2-4 ft. minimum;
- Inside floor at owner's discretion;
- Must meet a 20-degree roof pitch;
- Roof eave overhang minimum of twelve (12) inches;
- Gutters and downspouts must be color coordinated;
- Structure must meet color schemes of existing structures;
- Metals exterior must be protected against rust (no galvanized siding);
- Any variances or exception requests to any of the above must be approved
- There are currently no restrictions on the size of outbuildings;
- The Committee and Board must approve overall design;
- County covenants and restrictions and TLHA by-laws will determine placement on property.

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Dimensions of the outbuilding's pad: _____
Greatest height of outbuilding and support structure (measured from ground): _____
Exterior and roofing material consistent with residence (check one) ___ Yes ___ No
Outbuilding will observe setback lines and easements (check one) ___ Yes ___ No

FENCE (include diagram showing position of fence relative to streets and houses):
Fence height: _____
Fence material (i.e. cedar, picket, wrought iron): _____
For wood pickets, do the pickets face public streets (check one) ___ Yes ___ No

Submit request to:

email: twinlakesha@gmail.com

Mail to
Twin Lakes Homes Association
P. O. Box 365
Kearney, MO 64060

Request must be submitted at least 30 days prior to beginning construction on the improvement.
NOTE – inclusion of an e-mail address authorizes the Architectural Committee to use electronic mail for official responses on this request.

- **Construction must commence within 60 days of approval or approval will deem void.**
- **By signing below, homeowner is confirming receipt of required permit(s) when applicable.**
Permit No.: _____
- **By signing below, homeowner agrees to have the project inspected upon completion to insure compliance with the original scope of the AC request.**

PROPERTY OWNER SIGNATURE and DATE _____

FOR COMMITTEE or BOARD OF DIRECTORS USE ONLY:
Following a review of your submittal for approval, the Architectural Committee:

_____ **Approves your request**
_____ **Approves your request with the following conditions:**

_____ **Disapproves your request at this time due to the following variances from the CCRs and guidelines established by the Architectural Committee:**

Signature: _____
Date: _____